

NAME OF ESTABLISHMENT: _____

CONTACT INFORMATION: _____

PHONE _____ FAX _____ EMAIL _____

TYPE OF ESTABLISHMENT: Office _____ Medical Office _____ Bank _____ Hotel/Motel _____

Wholesale Store _____ Grocery/Convenience Store _____ Retail Store _____ Restaurant _____

Educational Facility _____ Other _____



How Did You Do?
THERE ARE 70 ITEMS ON THIS ASSESSMENT.
If you checked off at least 35, you are eligible
for basic GREEN BUSINESS RECOGNITION.

For further information, contact:
GALLOWAY OFFICE OF SUSTAINABILITY
A DIVISION OF COMMUNITY SERVICES
bfiedler@gtnj.org



GALLOWAY BUSINESS / INSTITUTIONAL

GREEN BUSINESS ASSESSMENT

IT'S EASY BEING GREEN!

Your business may already be greener than you think. Going through this checklist will enable you to find out where you stand in your quest to become a sustainable business. Recycling, waste reduction, energy conservation, water conservation, purchasing local and purchasing recycled are all elements that lead to a sustainable organization. Follow these guidelines and you can earn recognition as a GALLOWAY GREEN BUSINESS!



GENERAL

- ___ Train employees from day one to follow environmental practices
- ___ Provide employees with written materials (via email- save paper!)
- ___ Advertise accomplishments through press releases
- ___ Track and post utility bills
- ___ Encourage other area business to GO GREEN
- ___ Participate in local green events; i.e. tree plantings, cleanups, etc.



WASTE PREVENTION

- ___ Do regular waste audits to find problems. (See "How to Perform a Waste Audit")
- ___ Reduce copying through use of electronic communication
- ___ Have your printers default to 2 sided copying
- ___ Use marketing materials that require no envelope
- ___ Collect email addresses as an alternative to "snail mail"
- ___ Recycle food waste either by composting, pig farmers or special collection
- ___ Use reusable plates & flatware rather than disposables
- ___ Use concentrated cleaning products
- ___ Use reusable towels, napkins, table cloths
- ___ Use large soap dispensers instead of individual ones
- ___ Use bulk condiments instead of individual (sugar packets, creamers, etc.)
- ___ Collect ink jet cartridges and cell phones for recycling
- ___ Repurpose office furniture & supplies
- ___ Donate unneeded, good usable items to non-profit organizations



PURCHASING

- ☐ Purchase paper that is at least 30% post consumer
- ☐ Use 100% recycled paper whenever possible
- ☐ Buy in bulk whenever possible
- ☐ Purchase locally whenever possible
- ☐ Purchase Fair Trade materials whenever possible
- ☐ Purchase green, safe cleaning supplies
- ☐ Purchase toilet tissue and paper towels made from 100% recycled paper
- ☐ Purchase reusable rather than disposable products
- ☐ _____



ENERGY CONSERVATION

- ☐ Had an ENERGY AUDIT of your buildings
- ☐ Turn off lights and electronic equipment when not in use
- ☐ Installed motion sensors & lighting controls
- ☐ Installed programmable thermostats to control heating & cooling
- ☐ Insulated hot water heaters and water pipes
- ☐ Purchase Energy Star equipment & appliances
- ☐ Unplug chargers when not in use
- ☐ Check & repair leaks around windows and doors
- ☐ Replaced fluorescent tubes with energy efficient fixtures
- ☐ Replaced incandescent bulbs with CFLs or, better yet, **LEDs**
- ☐ _____



WATER CONSERVATION

- ☐ Check water bill for indications of leaks
- ☐ Check for plumbing leaks and repair immediately
- ☐ Clean outdoor areas with a broom, not water to avoid runoff
- ☐ Do not allow litter to accumulate
- ☐ Install energy efficient toilets
- ☐ Install waterless urinals
- ☐ Install high efficiency faucet aerators
- ☐ Install reminder signs in restrooms to conserve water
- ☐ Change window cleaning schedule to “as needed”
- ☐ _____



STORMWATER MANAGEMENT

- ☐ Check company vehicles for oil leaks
- ☐ Distribute educational materials on stormwater pollution prevention to employees
- ☐ Keep dumpster area clean
- ☐ If there is an outdoor smoking area, provide butt containers
- ☐ _____



LANDSCAPING

(Exempt if you do not have or do not manage landscaping)

- ☐ Test irrigation system regularly to ensure proper coverage
- ☐ Follow guidelines for local area to conserve water
- ☐ Installed a Smart Metering system
- ☐ Replace grass areas with water-efficient NATIVE shrubs
- ☐ Use natural mulches to increase water retention and prevent erosion
- ☐ Remove weeds by hand...do not use herbicides
- ☐ Use permeable paving
- ☐ Installed a rain barrel or cistern to collect water for supplemental irrigation
- ☐ Installed a rain garden in an area where runoff occurs
- ☐ Do not use chemical fertilizers
- ☐ Installed a rain garden in an area where runoff occurs
- ☐ _____



TRANSPORTATION/AIR QUALITY

- ☐ Encourage employees to ride bikes and provide secure storage for the bikes
- ☐ Encourage/ provide incentives for employees to car pool
- ☐ Encourage employees to use mass-transit options & provide up-to-date schedules
- ☐ Replace company vehicles with energy efficient vehicles
- ☐ Provide preferred parking for alternative fuel and carpool vehicles
- ☐ Maintain fleet efficiency through regular maintenance schedules
- ☐ Institute a no idling policy on your business property
- ☐ Utilize email, teleconferencing and videoconferencing to avoid unnecessary travel
- ☐ _____



SOURCES:

Sacramento Area Sustainable Business <http://sacberc.org>
City of Long Beach, CA <http://www.longbeach.gov>
Bay Area Green Business Program <http://www.greenbiz.ca.gov>
San Diego Area Green Business Program www.sdgreenbiz.org
Monterey Bay Area Green Business Program www.montereybaygreenbusiness.org
Waco Green Business Network www.wacochamber.com
City of Spokane's SMART Business Recognition Program <http://developingspokane.org>